Project Progress Report

Project Name:	Travel & Expense Management Project (TEMS)

Reporting Period:	From:	June 1, 2006	To:	June 30, 2006

Audience:	Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: **[] GREEN**   **[x] YELLOW**   **[ ] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[x] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:	**Phase Status**
[X] Feasibility Study	Complete
[X] Implementation Phase: Common Vision	In Process
[ ] Implementation Phase	
[ ] Project Initiation	
[ ] Project Planning	
[ ] Project Execution and Control	
[ ] Project Closure	

Phase Deliverable

Deliverables for the Common Vision phase are:
Use cases (high level)
Software development approach
Data Model (high level)
Data Dictionary (high level)
Process Model (high level)
Prototype
Requirements Status
Work Breakdown Structure and Schedule: Phase 1 and beyond

Achievements

The TEMS Team developed a set of 23 high-level use cases that describe the functional scope of the first phase of the system.   One of the Team developers built a prototype to illustrate how the system may look and act to help the Team visualize the events described in the use cases.

The implementation phases are:

1. Travel: reimbursement requests, reimbursement approval, fiscal processing, accounting system interface, and basic reporting. The value of this iteration will be in ease of deployment, accessibility, and a re-hosting of the current Travel Voucher System functionality plus some functional improvements.

2. Pre-approval for Travel.

3. Reporting & Querying on Travel Data.

4. All the functions listed above for reimbursable expenses other than travel (includes requirements development)

5. Integration with HRMS (includes requirements development).

Objectives for the next reporting period & Deliverable Schedule

Finish the common vision deliverables.

Meet with User Group members one-on-one to update them on project progress and hear their specific interests and concerns.

Schedule

Some deliverables are late. The TEMS Team expects to complete all deliverables by the end of July.

- Process model (Planned June 9 / In process)

- Use cases draft (Planned June 16 / Done)

- Use cases review (Planned June 30 / Actual July 10)

- Data model (Planned June 30 / In process)

- Data dictionary (Planned June 30 / In process)

- Software development approach (Planned June 30 / Done)

- Prototype (Planned July 20 / Done – will be revised throughout the project)

- Requirements status (Planned July 20)

- Details for the iteration phases (Planned July 20)

- Work breakdown structure and project schedule for implementation (Planned July 20 / Will be more detailed for Phase 0 and less for the subsequent phases)

Budget

The Common Vision phase should use about 1200 hours of effort.

Issues

The Team documented a set of issues 85 during the use case reviews. The Team will prioritize these issues and include actions to resolve them in the appropriate project tasks.

The requirements and the use cases are both describe how the system will work at a high level. There is much more description and elaboration needed to support design and testing. The project team is discussing how best to accomplish this elaboration and how to work with the various documents without creating unnecessary work.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator
- We do not have a complete understanding of customer reporting needs and requirements. That may result in the need to change the databases when we are later into project. That may be quite time-consuming and require considerable rework.   - The trip concept is new. It may be confusing to our customers. We need to develop a very intuitive user interface as we introduce "trips".

Progress Summary

Event	Effort				Schedule					
Milestone	Estimates	Actual (May 31, 2006)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000 (original) 3800 (revised)	3181	325	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	May 2, 2006
Common Vision	800	407	793	NA	May 1, 2006	NA	May 1, 2006	July 20, 2006	July 30, 2006	NA